

## **EDITED TASK LISTING**

### **CLASS: CHIEF ENGINEER I (Correctional Facility)**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Plans, assigns, and supervises the work of and as necessary, works with staff and skilled/semiskilled workers (inmates) within the Physical Plant while engaged in the operation, maintenance, and repair of refrigeration, heating, ventilation, and air-conditioning systems (HVAC) (e.g., including stationary engines, boilers, compressors, pumps, condensers, steam/water/gas lines, controls, meters, etc.), wastewater and/or water treatment systems to ensure the efficient, safe and secure operation of the institution utilizing the Standard Automated Preventive Maintenance System (SAPMS) and other computerized systems under guidelines of the California Code of Regulations (CCR) Title 8, 22, 23, and 24; Code of Federal Regulations (CFR), Department Operational Manual (DOM), Institutional Operational Procedures (OP), etc.
2.	Represents the institution(s) and acts as a liaison between regulatory agencies (Department of Occupational Safety and Health—DOSH, Regional Water and Air Quality Control Boards, etc.) and various Health Departments for compliance and reporting requirements for operations/equipment permits, licensing, ensuring a safe work environment utilizing the SAPMS and other computerized systems under the guidelines of the CCR Title 8, 22, 23, and 24; CFR, DOM, OP, etc.
3.	Directs the maintenance and repair of water/electrical/mechanical systems, elevators, kitchen/laundry equipment, shop machinery, etc. within the physical plant to ensure safety and reliability of equipment by utilizing assigned staff, SAPMS, other regulatory requirements, etc., as needed.
4.	Oversees the analysis of water samples and treatments for boiler feed, steam, condensate, chilled water systems, potable and non-potable water, wastewater, etc., to ensure compliance with regulatory agencies for health/safety requirements and to protect/extend the life of equipment and systems utilizing service agreements/contracts, self-testing, SAPMS, etc., under the direction of the Correctional Plant Supervisor.
5.	Supervises the service contracts and maintenance of fire suppression systems and of personal/other fire protection equipment (e.g., alarm systems, diesel pumps, Ansul/Halon systems, etc.) to ensure safety and reliability of equipment and to conform with the National Fire Protection Association Standards (NFPA) and CCR Title 8 & 24 under the direction of the Correctional Plant Supervisor.
6.	Evaluates staff performance and takes/recommends appropriate action to ensure performance goals, objectives, and standards are met by monitoring work assignments, behaviors, and mandatory training, as required and in accordance with DOM.

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7.	Oversees the preparation and submission of requisitions for fuel, equipment, maintenance supplies, contracts, and service & expense orders, etc., for the continued operation of the physical plant utilizing established departmental procurement documents and procedures as outlined in the State Administrative Manual (SAM) and Department of General Services (DGS) Guidelines.
8.	Oversees the preparation and proper completion of inmate records (e.g., work performance, time logs, safety training (SB 198), etc.) by staff to track information required by law utilizing standard departmental forms under the direction of the Inmate Work Training Incentive Program (IWTIP) guidelines.
9.	Responsible for the clean and orderly condition of all related work sites (e.g., equipment rooms, shops, vehicles, storage/tool rooms, etc.) to ensure a safe and secure work environment utilizing Code of Safe Practices under the direction of DOM, OP, CCR Title 8, etc.
10.	Retains and/or directs the retention of charts and records (e.g., utilities, heat/steam, wastewater, treatment water production/usage logs, etc.) to track information required by law, and to perform cost analysis utilizing monthly reports as directed by the Correctional Plant Supervisor.
11.	Prepares effective written products (e.g., project status, monthly reports, correspondence, bill analysis, Budget Change Proposals, Duty Statements, Special Repair Projects, progressive discipline, staff/inmate grievances, training plans, corrective action plan, etc.) for the institution to provide communication and documentation of physical plant, staff and inmate issues using various resources (e.g., standard forms, formats, DOM, OP, Memorandum of Understanding (MOU), etc.), tools (personal computer), etc., as needed and/or upon request.
12.	Maintains order and supervises the conduct of inmates committed to the Department of Corrections in the performance of their duties to ensure the safety and security of the institution utilizing appropriate communication skills and heightened awareness of the surroundings in accordance with CCR Title 15, DOM, etc.
13.	Maintain work areas, tools and materials in the performance of daily maintenance activities to ensure the safety and security of the institution utilizing material and tool control procedures and heightened awareness of the surroundings in accordance with DOM.
14.	Maintain safety and security of the institution, public, staff, and inmates, to prevent escapes, injury by inmates to themselves/others or damage to property, utilizing acquired training and heightened awareness of the surroundings in accordance with DOM, OP, CCR Title 15, etc.

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15.	Search inmates and inspect work areas for contraband (e.g., drugs, weapons, alcohol, money, etc.) by visual and physical search to ensure safety and security of the institution, staff, and inmates utilizing acquired training and heightened awareness of the surroundings in accordance with DOM, OP, CCR Title 15, etc.
16.	Effectively communicate and understand general instructions (written and verbal) in order to instruct staff and complete assigned tasks in coordination with other supervisors in a safe, productive, effective and professional manner utilizing tact and interpersonal skills, as directed.
17.	Carries out supervisory responsibilities in the work place with regard to department-wide mandates (e.g., Equal Employment Opportunity (EEO)/American with Disability Act (ADA) training, Bargaining Union Contracts, etc.) to prevent unfair labor practices and a work environment free of discrimination and harassment by taking appropriate action, utilizing acquired training, leading by example, monitoring staff, documenting, etc., in accordance with regulatory agencies, and established guidelines, policies and practices.